

OWNER WORKSHEET

BUSINESS OWNER REFLECTION

Review the week. Celebrate progress. Choose a practical next step.

Week ending: _____

Business / project: _____

1 Business pulse

This week felt:

☐ On track

☐ Mixed

☐ Challenging

☐ New direction

Areas reviewed:

☐ Customers

☐ Sales

☐ Operations

☐ Marketing

☐ Team

2 Progress and results

What moved the business forward this week?

What result, customer feedback, or small win deserves recognition?

3 Obstacles and learning

Where did I lose time, money, energy, or focus?

What would I change or do differently?

4 Next week: one meaningful priority

The most useful next step I will take:

EMPLOYEE WORKSHEET

EMPLOYEE WORKDAY REFLECTION

Reflect on contribution, teamwork and growth without a performance rating.

Date / week: _____

Role / team (optional): _____

1 How work went

How was my day / week?

☐ Productive

☐ Steady

☐ Demanding

☐ Learning

My main focus:

☐ Service

☐ Teamwork

☐ Quality

☐ Safety

☐ Learning

2 Contributions and wins

What did I accomplish or handle well?

How did I support a customer, coworker, or team goal?

3 Challenges and support

What was difficult, and what did I learn from it?

What support, feedback, or tools would help me do my work better?

4 One step forward

One skill, habit, or action I will focus on next:
